

QuickStudy® Videos

WINDOWS

INTERMEDIATE

**KEYSTROKE
SHEETS**

**F
O
R**

Microsoft® Windows™

Microsoft® Word

Microsoft® Excel

Intermediate Videos

1907-1908

1909-1910

1911-1912

1913-1914

1915-1916

1917-1918

1919-1920

QuickStudy® Videos

WINDOWS INTERMEDIATE

Keystroke Sheets
for
Microsoft® Windows™
Microsoft® Word
and
Microsoft® Excel
Intermediate Videos

We listen to our customers, and many of our customers have told us that sometimes they need to know the older version as well as the newer version of popular software programs.

So, to help you stay both flexible and up-to-date, we've designed **QuickStudy® Videos** to be used with the latest versions as well as the earlier versions of your software programs.

This could be a lifesaver in a tight situation!

Where major differences exist between the versions, the **Keystroke Sheet** shows you both methods.

Any suggestions *you* may have to improve our packages would be appreciated.

Microsoft® Windows™ Intermediate

Mouse and Keystroke Sheet

***WARNING:** Please be sure you have made backup copies of all important files before trying any procedure in this Keystroke Sheet*

STARTING WINDOWS

Type **WIN** at the **DOS** prompt (C:\>win), then press **Enter**

BASIC MOUSE TECHNIQUES

Click: Press and release left mouse button once

Double-Click: Press and release left mouse button twice rapidly

Click and Drag: Press and hold down left mouse button, move mouse, then release mouse button

Choosing from Menu: Click left mouse button on menu title, then item

Selecting Items: Double-click on item, or click and drag across it

ARRANGING WINDOWS

Opening a Window

Double-click on its icon

OR click on the **Window** menu, then click the name of the window

Tile Arrangement

Click on the **Window** menu, then click **Tile**

Cascade Arrangement

Click on the **Window** menu, then click **Cascade**

Changing a Window to an Icon (Minimizing)

Click on the **Minimize** button 

Making a Window Fill the Screen (Maximizing)

Click on the **Maximize** button 

Restoring a Minimized Icon

Double-click on the icon

Sizing a Window

Move the arrow to any window border (the cursor will change to a two-headed arrow)

Click and hold the mouse

Drag the window border to the new location and release

NOTE: If you click the mouse on any corner of a window, you can move two borders at one time

Restoring a Window to Original Size

Click on the **Restore** button 

OR

Double-click on a **Minimized** icon

View Icons Hidden to the Right or Left within a Window

Click on the scroll arrow pointing to the right or left on the **horizontal scroll bar** at the bottom of the window  

Click repeatedly until desired icon or text is in view, or click and hold mouse to scroll continuously

View Icons Hidden above or below within a Window

Click on the scroll arrow pointing up or down on the **vertical scroll bar** to the right of the window  

Click repeatedly until desired icon or text is in view, or click and hold mouse to scroll continuously

Activating a Window

Click anywhere inside the inactive window

NOTE: Active windows will have visible scroll bars and arrows.

Inactive windows will be dimmed.

Moving a Window

Click and drag on the **Title Bar** (at the top)

CONTROL MENU

Click on **Control Menu Box** 

Switching Between Programs

Click on the **Control Menu Box** 

(at the upper left corner of the window)

Click on **Switch To...**

Click on the desired filename
Click on the **Switch To...** button

MENUS

Opening a Menu

Click the mouse pointer on the desired menu name
OR
Press the **Alt** key
Type the underlined letter of the desired menu
OR
Press the **Alt** key and use arrow keys

Closing a Menu

Click the mouse again on the open menu's name
OR
Click the mouse in an area outside of the open menu

Selecting a Menu Option (While Menu Is Open)

Click on the option in the menu

Selecting a Menu and a Menu Option in One Step

Click and hold mouse pointer on desired menu name
Drag mouse pointer down to desired menu option and release

NOTE: You cannot select a menu command that is dimmed (printed in light gray letters)

NOTE: When some commands are active, they will be highlighted by a check mark. Click the item again to remove the check mark.

Cancel a Dialog Box without Making Changes

Click on the **Cancel** button, or press **Esc**

Close a Dialog Box after Making Changes

Click **OK**, or press **Enter**

Selecting or Deselecting Check Boxes

Click the mouse pointer in the desired check box

NOTE: An X will appear in the box when the option is selected. Click again to deselect it.

Choosing an Item from a List Box

Click the scroll arrows until desired item is seen  
Click on the desired item (to highlight it)

Click on the appropriate command button (**OK**, etc.)

Revealing a Drop Down List

Click on the box or the arrow button next to it



(a drop down list will appear)

Click on desired item (use scroll bar if necessary)

Selecting an Option Button

Click the mouse once on the option button (a circle)

(This will deselect all other option buttons in its group)

Selecting Entry Boxes

Click the mouse once in an entry box to place the cursor there

Type information in the box

Working With Text in Windows-Based Programs

Selecting and Replacing Text

Place mouse pointer at the beginning of text

Click and hold left mouse button down

Move (drag) mouse pointer to end of text and release

(The text will be highlighted)

Type new text

NOTE: You may double-click anywhere in a word to automatically select the entire word.

Cutting (Moving)

Place mouse pointer at beginning of text

Click and hold left mouse button down

Move (drag) mouse pointer to end of text and release

(The text will be highlighted)

Click on the **Edit** menu

Click on **Cut**

(The information is deleted from the document and saved on the clipboard.)

Copying

Place mouse pointer at beginning of text

Click and hold left mouse button down

Move (drag) mouse pointer to end of text and release

(The text will be highlighted)

Click on the **Edit** menu

Click on **Copy**

(A copy of the information is placed on the clipboard)

Pasting

Click the mouse on the document where you want the information to be inserted

Click on the **Edit** menu

Click on **Paste**

(The information that is stored in the clipboard is inserted)

CLOSING A WINDOW

Click on **File** on the menu bar

Click **Exit**

OR

Double-click on the **Control Menu Box** 

NOTE: If you have unsaved documents as you close, you will be cautioned to save them.

ACCESSING APPLICATIONS AND FILES

Starting a Program

(In the **Program Manager**)

Double-click on desired program icon in any window

OR

Click on **File** menu

Click on **Run...**

Type in name of program

OR

Click **Browse...** button to see a list of files

Find the program you want and double-click on its name

Click **OK**

NOTE: Program filenames carry three-letter DOS extensions of .exe, .bat, .com or .pif.

Quitting an Application

Click **File** menu, then click **Exit**

NOTE: If you have unsaved documents when you quit, you will be given the option to save them.

Open an Existing Document or File

Click the **File** menu, then click **Open**

Double-click on the directory that contains the file, then double-click on the filename

Save a Current Document or File

Click on the **File** menu

Click **Save** if you want to keep the same name

OR

Click **Save As...** to enter a different filename

Type the new filename, then press **Enter**

NOTE: Choosing the same name will replace the old file or document.

Choosing a new name will keep both versions intact.

FILE MANAGER

Open the **Program Manager's "Main"** group window (if necessary) by double-clicking the icon:



Main

Double-click the **File Manager** icon:



File Manager

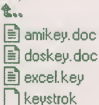
Locating a Document or File

Click on desired disk drive  a  b  c

Click on desired directory (folder) in left side of window: (example)



Files are listed in right side of window: (example)



Moving a Document or File

Position mouse pointer on file name (right side of window)

Click and drag file name to a folder in left side of window. (A box appears around the destination folder)



Release mouse button

Click **Yes** to confirm

Copying a Document or File

Locate file name in right side of window

Click and drag the file name to a disk drive icon. (A box appears around the drive icon)



Release mouse button

Click **Yes** to confirm

Renaming a Document or File

Click on file name in right side of window

Click on the **File** menu, then click on **Rename...**

Type in the new name

Click **OK**

Deleting a Document or File

Click on file name in right side of window

Click on the **File** menu, then click on **Delete...**

Click **OK**

Click **Yes** to confirm

Opening an Existing Document or File

Click on file name in right side of window

Click on the **File** menu, then click on **Open**

PRINT MANAGER

Open the **Program Manager's "Main"** group window (if necessary) by double-clicking the icon:



Main

Double-click on the **Print Manager** icon:



Print Manager

Click the **Print Job** to select it (the selected printer will be highlighted)

Click on the **Pause** bottom to temporarily stop printing

Click on the **Resume** button to restart printing

Click on the **Delete** button to cancel printing

CONTROL PANEL

Open the **Program Manager's "Main"** group window (if necessary) by double-clicking the icon:



Main

Double-click on the **Control Panel** icon:



Control Panel

Double-click on one of the icons in the **Control Panel** window (**Color**, **Desktop**, etc.) to change the settings of that **Windows** feature

DOS PROMPT

Open the **Program Manager's "Main"** group window (if necessary) by double-clicking the icon:



Main

Double-click on the **DOS prompt** icon:



MS-DOS
Prompt

Enter DOS commands as usual

Leaving the DOS Prompt

Type **Exit**, then press **Enter**

*NOTE: This returns you to the **Windows** screen.*

WRITE

Open the **Program Manager's "Accessories"** group window (if necessary) by double clicking the icon:



Accessories

Double-click on the **Write** icon



Write

Typing Text

Click the mouse pointer where you want text to begin

Type text from the keyboard

Press **Enter** to start a new paragraph

NOTE: It is not necessary to press enter to start a new line. When the insertion point reaches the end of a line, it will automatically move to the next line.

Moving the Insertion Point (Cursor)

Move mouse pointer to a location in the document and then click

Moving to a Specific Page

Click on the **Find** menu, then click on **Go To Page...**

Enter page number in dialog box, then click **OK**

Finding Text

Click mouse pointer where you want to start search

Click on the **Find** menu, click on **Find...**

Type the text you want to find

Click **Find Next**

Click **Cancel** to return to document

Finding and Replacing Text

Click on the **Find** menu, click on **Replace...**

Type in the text to be found

Type in the text to replace it with

Click **Find Next**

Click on **Replace**

Click on **Close**

Creating a Page Break

Click the mouse pointer where you want the page break

Hold down **Ctrl** and press **Enter**

NOTE: A dotted line appears in document to denote page break

Changing Font Style (For Existing Text)

Position mouse pointer at beginning of desired text

Click and hold left mouse button

Move (drag) mouse pointer to end of desired text

Release mouse button

Click on the **Character** menu

Click on the desired style (**Bold, Italic, Underline, etc.**)

Changing Font Style (For Text You Are About to Type)

Click on the **Character** menu

Click on the desired style (**Bold, Italic, Underline, etc.**)

Begin typing

Changing Fonts, Styles and Sizes (For Existing Text)

Position mouse pointer at beginning of desired text

Click and hold left mouse button

Move (drag) mouse pointer to end of desired text

Release mouse button

Click on the **Character** menu

Click on **Fonts...**

In the **Fonts Box**, click on the desired font

In the **Font Style Box**, click on desired style

In the **Size Box**, click on desired size

Click **OK**

Changing Fonts, Styles and Sizes (For Text You Are About to Type)

Click on the **Character** menu

Click on **Fonts...**

In the **Fonts Box**, click on the desired font

In the **Font Style Box**, click on desired style

In the **Size Box**, click on desired size

Click **OK**

Type text

Making Ruler Appear

Click on the **Document** menu, then click on **Ruler On**

Changing Paragraph Alignment

Make the **Ruler** appear (see above)

Click the mouse pointer in the paragraph to be changed

Click a **Paragraph Alignment** icon    

Changing Indentations

Make the **Ruler** appear (see above)

Click the mouse pointer in the paragraph to be changed

On the **Ruler**, click and drag the indent marker  to a new position

Setting Tabs

Make the **Ruler** appear (see above)

To the left above the ruler, click the desired **Tab** icon:

Normal Tab 

Decimal Tab 

Click on the **Ruler** where you want to set the **Tab**

OR

Click and drag an existing **Tab Marker**   to a new location

Delete Tabs

Make the **Ruler** appear (see above)

Click and drag the **Tab Marker**   off the ruler

Saving a Document

Click on the **File** menu, click on **Save**

OR

Click on the **File** menu, then click on **Save As...**

Type name of document, then press **Enter**

Printing a Document

Click on the **File** menu, click on **Print...**

Click on the desired options from the **Print Dialog Box**

Click **OK**

Closing Write

Click on the **File** menu, then click on **Exit**

PAINTBRUSH

Open the **Program Manager's "Accessories"** group window (if necessary) by double-clicking the icon:



Accessories

Double-click on the **Paintbrush** icon:



Paintbrush

Paintbrush Tools

Select tool by clicking on its icon

Use the tool by positioning the mouse pointer in the workspace (drawing area) and clicking and dragging the mouse

Scissors  to define a free-form cutout

Pick  to define a rectangular cut out

Airbrush  produces a circular spray of dots

Text Tool  to add text to drawing

Color Eraser  to change color in all or part of your drawing

Eraser  changes all the foreground that it touches to the selected background color

Paint Roller  to fill a closed shape, with a selected foreground color

Brush  to draw freehand

Curve  to draw curved lines

Line  to draw straight lines (to draw perfectly horizontal or vertical lines, press and hold down **Shift** while drawing)

Box  to draw a box

Filled Box  to draw a filled box

Rounded Box  to draw a box with rounded corners

Filled Rounded Box  to draw a filled box with rounded corners

Circle/Ellipse  to draw hollow circles or ellipses

Filled Circle/Ellipse  to draw filled circles or ellipses

Polygon  to draw polygons from a connected straight-line

Filled Polygon  to draw filled polygons

Linesize Box 

Contains the available drawing widths
Select line size by clicking on desired line

Palette (along bottom edge of window)

The color box to the left of the color palette shows the color you have selected. The inside color is the foreground color and the border shows the background color:



To change foreground color:

Click on a color with the *left* mouse button

To change background color:

Click on a color with the *right* mouse button

Copying Image to Another Document



Click on the **scissors** in the **Tool Box**

Click and drag to draw a rectangle around image

Click on **Edit Menu**, then click on **Copy**

Open other document

Place cursor in document where you want to insert graphic

Click on **Edit Menu**, then click on **Paste**

Viewing and Editing a Close-Up Of Image

Click on **Edit Menu**

Click on **Zoom In** to see close-up

Click mouse pointer (small rectangle) on area to enlarge

Use tools as necessary to change image

Click on **Zoom Out** to return to normal

Placing Text in an Image



Click on **Text tool** in the **Tool Box**

Click mouse pointer at desired location in image

Type text

Undoing Changes

Click on **Edit Menu**

Click on **Undo**

QUIT WINDOWS

Click **File** menu

Click on **Exit Windows...**

Click **OK** to exit

NOTE: If you have unsaved documents when you quit, you will be given the option to save them.

HELP MENU (ON-LINE HELP)

Click the **Help** menu

Click on **Contents**

Click on an underlined topic for help in that area.

Copyright MCMXCV Video Projects, Inc. All Rights Reserved.

Windows is a trademark and Microsoft is a registered trademark of Microsoft Corporation.

Notes

Microsoft® Word for Windows™ Intermediate

Mouse and Keystroke Sheet

WARNING: Please be sure you have made backup copies of all important files before trying any procedure in this Keystroke Sheet

FORMATTING

Margins

Click on the **File** menu *Ver. 2: Format menu*

Click **Page Setup...**

Click on **Margins** (if not already selected)

Click on up or down arrow buttons in **Top, Bottom, Left, Right,** and **Gutter** boxes

Click on the box next to **Apply To** and select desired option

Click **OK**

Tabs (ver. 2)

Click on one of the following buttons: (to the right, near top of screen)

Left aligned



Centered



Right aligned



Decimal tab



Click on the **Ruler** where you want the tab to go

Tabs (ver. 6)

Click on the tab button to the left of the ruler to select the tab

Left aligned



Centered



Right aligned



Decimal tab



Click on the **Ruler** where you want the tab to go

NOTE: You may click and drag existing tabs to reposition them with the exception of the default tabs (every half inch on the ruler).

Line Spacing

Position the cursor in the paragraph (click mouse there)

Click on the **Format** menu

Click **Paragraph...**

Click on the arrow under **Line Spacing**

Click on one of the following options: **Single**, **1.5 Lines**, **Double**, **At Least** (enter value), **Exactly** (enter value), **Multiple** (use arrows to increase or decrease)

Click **OK**

*NOTE: This affects only the paragraph where the cursor is. To affect the entire document, click on the **Edit** menu and click on **Select All** before following the above steps.*

Reveal Codes

Click on the **Reveal Codes** button: 

Center Text

Position the cursor in the paragraph (click mouse there)

Click on the **Center Text** button: 

Justification

Position the cursor in the paragraph (click mouse there)

Click on the **Justification** button: 

Right Aligned

Position the cursor in the paragraph (click mouse there)

Click on the **Right Align** button: 

Left Aligned

Position the cursor in the paragraph (click mouse there)

Click on the **Left Align** button: 

*NOTE: The above text alignment operations affect only the paragraph where the cursor is. To affect the entire document, click on the **Edit** menu and click on **Select All** before following the above steps.*

Indent

Place the cursor in the paragraph to be indented

Left Indent first line only:

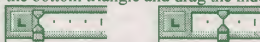
Click on the top triangle of the left indent marker in the ruler and drag

to its new location:



Left Indent entire paragraph:

Click on the *box* under the bottom triangle and drag the indent marker to its new location:

**Right Indent:**

Click on the right indent marker  and drag to the desired position (indents the entire paragraph from the right)

Hanging Indent

Place the cursor in the paragraph to be affected

Click on the bottom triangle of the indent marker (not the box under it)

and drag to the right:  (this indents all but the first line of the paragraph)

Page Layout View

Click on the **View** menu, then click **Page Layout**

Normal View

Click on the **View** menu, then click **Normal**

Print Preview

Click on the **File** menu, then click **Print Preview**

Click the button for **One** or **Multiple Pages** (click on desired number) on the **Preview Bar**

Click **Close** to return to the **Normal** view

*NOTE: You can move through the document a page at a time by using the scroll bars or the **Page Up/Down** keys.*

Center Page

Click on the **File** menu, then click **Page Setup**

Click **Layout...**, then click **Center** (under **Vertical Alignment**)

Click **OK**

DOCUMENT PROCESSING**Spell Check**

Click on the **Spelling** button:



For each word found, click one of the following buttons:

Ignore (leaves word alone and moves on)

Ignore All (leaves every occurrence of word alone)

Change (changes the incorrect word to the chosen alternative)

Change All (changes every occurrence of word)

Add (leaves the word as is and adds it to the dictionary)

Undo Last (reverses the last change made)

Delete (deletes one of a duplicate word)

Suggest (suggestions are given in the left box on the screen)

*NOTE: The **Spelling** feature checks from the cursor onward. Place the cursor at the very beginning to check the entire document.*

Saving a Document

Click on the **Save** button: 

OR

Click on the **File** menu, then click **Save**

Saving a Document with a New Name

Click on the **File** menu, then click **Save As...**

Click in **File Name** box

Type in new name for document, then click **OK**

Printing

Click on the **Print** button: 

OR

Click on the **File** menu

Click **Print...**

Select from the options, then click **OK**

Closing a Document

Click on the **File** menu, then click **Close**

*NOTE: Word prompts you to **Save** if you haven't already.*

Creating a New Document

Click on the **New** button: 

OR Click on the **File** menu, then click **New...**

Click on **Normal** (if not already selected)

Click **OK**

Opening an Existing Document

Click on the **Open** button: 

OR Click on the **File** menu, then click **Open...**

Click on the desired filename

Click **OK**

NOTE: You may first have to click on the directory (folder) that contains your document and open it before you can select the document itself.

Exiting Word

Click on the **File** menu, then click **Exit**

NOTE: Word prompts you to Save if you haven't already.

Selecting Text

Place the cursor at the beginning of the text

Click and hold the mouse button

Move the cursor to the end of the text

Release the mouse button

Cut & Paste (Moving Text)

Select the text (see **Selecting Text**, above)

Click on the **Cut** button: 

Click mouse pointer at new location for text

Click on the **Paste** button: 

Using the Keyboard

Select text (see **Selecting Text**, above)

Hold down **Ctrl** and press **X** (**Cut**)

Click mouse pointer at new location for text

Hold down **Ctrl** and press **V** (**Paste**)

Copying Text

Select the text (see **Selecting Text**, above)

Click on the **Copy** button: 

Click mouse pointer at new location for text

Click on the **Paste** button: 

Using the Keyboard

Select the text (see **Selecting Text**, above)

Hold down **Ctrl** and press **X** (**Ctrl+X**)

Click mouse pointer at new location for text

Hold down **Ctrl** and press **V** (**Ctrl+V**)

Undo

Click on the **Undo** button:



Ver. 2:



OR

Click on the **Edit** menu, then click on **Undo**

Using the Keyboard

Hold down **Ctrl** and press **Z** (**Ctrl+Z**)

*NOTE: The **Undo** option in the **Edit** menu will read differently depending on what was executed last; that is, **Undo Formatting**, **Undo Paste**, **Undo Undo**, etc., or it will be dimmed and read **Can't Undo** if the previous operation can't be **Undone**. Version 6 has 100 levels of **Undo**; that is, you may undo up to 100 previous operations.*

Switching Between Open Documents

Click on the **Window** menu

Click on the name of the desired document

Help Menu

Click on the **Help** menu, then click **Index**

Scroll through list by clicking on scroll arrows at right of screen:



(or use arrow keys on keyboard)

OR

Click on the first letter of the topic from the alphabet at the top

Click on the subject needed

Click **On Top** to keep the **How To** window visible

Click **Close** to exit **Help**

*NOTE: The **Back** button will return you to the previous list of topics while in **Help**.*

Finding Text

Click on the **Edit** menu, then click **Find...**

Type the text to be found in **Find What:** box

Click **Find Next**

Click **Cancel** to return to the document

Finding & Replacing Text

Click on the **Edit** menu, then click **Replace...**

Type the text to be found in **Find What:** box

Click in the **Replace With:** text box and type the new text

Click on one of the following buttons:

Find Next (finds the word only)

Replace (replaces found word and finds the next)

Replace All (finds and replaces all occurrences)

Click **Cancel** to return to the document

Thesaurus

Click the mouse pointer within a word

Click on the **Tools** menu, then click **Thesaurus...**

Click on the **Meaning** you want the synonyms to have

Click on the **Synonym** you want

Click on **Look Up** if you want further suggestions

Click on the **Replace** button

Page Numbering

Click on the **Insert** menu

Click **Page Numbers...** *Ver. 2: Page Numbering...*

Click **Top of Page** or **Bottom of Page** (under **Position**)

Click **Left**, **Center**, **Right**, **Inside**, or **Outside** (under **Alignment**)

Select, or deselect **Show Number on First Page**

Click **OK**

Headers/Footers (ver. 2)

In Page Layout view:

Click on the **View** menu

Click on **Header/Footer...**

Click on **Header** or **Footer**, then click **OK**

Type the text as it will appear in header or footer

In Normal view:

(Follow steps listed above)

Click on the **Close** button (right side of screen) to close **Header/Footer** window

Headers/Footers (ver. 6)

Click on **View** menu

Click **Header and Footer...**

Type the text as it will appear in header or footer (use the **Switch**

Between Header and Footer button:  to move back and forth)

Click **Page #'s**, **Date**, or **Time** symbols

Click **Page Setup**  then click **Layout** tab for options
Click **OK**

Click **Close** (at right side of toolbar) to close **Header/Footer** window

Suppressing the First Page (ver. 2)

In Page Layout view:

Click on the **View** menu

Click on **Header/Footer...**

Click on the **Different First Page** check box, then click **OK**

When in Normal view:

(Follow steps listed above)

Click on the **Close** button (right side of screen) to close **Header/Footer** window

Suppressing the First Page (ver. 6)

Click on the **File** menu

Click **Page Setup**

Click **Layout** tab (if not already up)

Check **Different First Page** check box

Click **OK**

Line Numbering (ver. 2)

Click on the **Format** menu, then click on **Section Layout...**

Click on the **Line Numbers** button

Click on the **Add Line Numbering** check box

Enter the starting number in **Start At #** box (or leave at 1)

Enter the distance from text in the **From Text** box (or leave on **Auto**)

Enter increment in the **Count By** box (or leave at 1)

Click in one of the following boxes (under the **Restart At**):

Every New Page (begins at 1 again on every page)

Every New Section (begins at 1 again in every section)

Continue (numbers lines continuously throughout the document)

Click **OK**, then click **OK** again

Line Numbering (ver. 6)

Click on the **File** menu, then click **Page Setup**

Click **Section Layout...**, then click **Line Numbers**

Check **Add Line Numbering** check box

Enter the starting number in **Start At #** box (or leave at 1)

Enter the distance from text in the **From Text** box (or leave on **Auto**)
Enter increment in the **Count By** box (or leave at **1**)
Click in one of the following boxes (under the **Numbering**):
Restart Each Page (begins at **1** again on every page)
Restart Each Section (begins at **1** again in every section)
Continuous (numbers lines continuously throughout the document)
Click **OK**, then click **OK** again

Numbered List

Select the list in the document (see **Selecting Text**, above)

Click on the **Numbered List** button: 

DESKTOP PUBLISHING

Bold

Typing New Text:

Click on the **Bold** button: 

Type the text

Click button again to turn **Bold** off

Changing Existing Text:

Select some existing text (see **Selecting Text**, above)

Click on the **Bold** button: 

Italics

Typing New Text:

Click on the **Italics** button: 

Type the text

Click button again to turn **Italics** off

Changing Existing Text:

Select some existing text (see **Selecting Text**, above)

Click on the **Italics** button: 

Underline

Typing New Text:

Click on the **Underline** button: 

Type the text

Click button again to turn **Underline** off

Ver. 2: 

Changing Existing Text:

Select some existing text (see **Selecting Text**, above)

Click on the **Underline** button:  Ver. 2: 

*NOTE: When the **Bold**, **Italic**, or **Underline** buttons appear to be pushed down, that feature is on. Any combination of these three may be on at one time.*

Changing Font Size**Typing New Text:**

Click on the arrow at right of font size box



Scroll to desired number and click on it

OR Click in font size box, type in new number, then press **Enter**

Type new text

Changing Existing Text:

Select some existing text (see **Selecting Text**, above)

(Follow steps listed above)

Changing Font Style**Typing New Text:**

Click on the arrow at right of font style box



Scroll to desired style name and click on it

Type new text

Changing Existing Text:

Select some existing text (see **Selecting Text**, above)

(Follow steps listed above)

Creating Columns

Click and hold on the **Columns** button: 

Drag mouse pointer down and right to highlight the number of desired columns (up to four may be selected) Ver. 2: *up to six*

Release the mouse button

OR

Click on the **Format** menu

Click **Columns...**

Type in the number of columns or use arrows

Adjust the **Width and Spacing** if necessary

Click **Line Between** (optional)

Click **Start New Column** (optional)

Click in the **Apply To:** box

Click on one of the following:

This Section, Whole Document, This Point Forward (from the cursor position onward)

Click **OK**

Creating Borders

Select the text to be enclosed

Click on the **Format** menu

Click **Borders and Shading...** Ver. 2: **Border...**

Click **Box, None, or Shadow** (under **Preset**)

Click on desired style (under **Line**)

Click **OK**

Inserting Graphics

Click on the **View** menu, then click **Page Layout**

Click **Drawing** button:  Ver. 2: skip this step

Click **Frame** button: 

Click and drag mouse to make a space for the picture

Click **Insert**, then click **Picture...**

Double-click on **Clipart**

Double-click on the name of the picture to be inserted

*NOTE: You may also **Paste** graphic images that you have **Cut** or **Copied** in other **Windows** programs, such as **Paintbrush**.*

*Information on the **Clipboard** survives when switching between **Windows** programs.*

*NOTE: You will find several graphics files in the **CLIPART** directory (folder) within the **WINWORD** directory.*

Resizing Graphics

Click on the image with left mouse button

Click and drag one of the small boxes on the picture border

Release mouse button

Cropping Graphics

Hold down the **Shift** key

Click and drag one of the small boxes on the picture border

Release mouse button, then release **Shift** key

MACROS

Recording a Macro (ver. 2)

Click the **Tools** menu, then click on **Record Macro...**

Type the name for the macro

Click in **Key:** box and type in letter for keyboard shortcut

Click in **Description:** box and type in a description (optional)

Click **OK** (**REC** appears in the status bar at bottom of screen)

Perform the keystrokes and mouse strokes for your macro

Click on the **Tools** menu, then click **Stop Recorder**

Recording a Macro (ver. 6)

Click on the **Tools** menu, then click **Macro**

Click **Record**

Type the name for the macro

Click **Keyboard:** type in letter for keyboard shortcut (**Alt+** letter)

Click **Close** (**Macro Record** toolbar appears)

Perform the keystrokes and mouse strokes for your macro

Click **Stop** on Macro toolbar: 

Running a Macro

Click on the **Tools** menu, then click **Macro...**

Click on the name of the macro, then click **Run**

Using the Keyboard

Type the shortcut keys assigned to that macro
(for example, **Ctrl+Shift+A**, **Ctrl+M**, etc.)

MERGING (ver. 2)

Creating a Main Document

Type the form letter or other main document

Save the document

Creating a Merge Data File

Create a new main document

OR Open an existing document

Click on the **File** menu, then click on **Print Merge...**

Click on the **Attach Data File** button

Click on the **Create Data File** button

Type the name of the first field (for example, name, address, etc.)
Click on the **Add** button
(repeat the previous two steps for each field)
Click **OK**
Type in the name of the document
Click **OK**
Type your information in the table that appears
Use the **Tab** key to jump to the next field (**Shift+Tab** to jump to the previous field)
(repeat the previous two steps for each record)
Click on the **File** menu, then click **Close**
Click **Yes** when it asks if you want to save

Attaching an Existing Merge Data File (ver. 2)

Create a new main document

OR Open an existing document

Click on the **File** menu, then click on **Print Merge...**

Click on the **Attach Data File** button

Click on the name of the data file you want to attach, then click **OK**

Click mouse pointer in document to insert a merge field

Click on the **Insert Merge Field** button

Click on the desired field, then click **OK**

(repeat the previous four steps for the rest of the merge fields)

Save your document

Merging a Data File with a Main Document (ver. 2)

Open or create a main document (see above)

Create or attach a merge data file (see above)

Click one of the following buttons in the **Print Merge Bar**:

Only Check for Errors 

Merge to New Document 

Merge to Printer 

Creating Single Labels (ver. 2)

Click on the **File** menu, then click on **New...**

Click on **MAILLABL** in the **Use Template** list, then click **OK**

Scroll to and click on the type of printer you have

Scroll to and click on the desired type of label

Click on the **Single Label** button

Click on the first box and enter the first line of text

(repeat the previous step for each line)

Click on the **Done** button

Save your document if desired

(insert sheet of labels in printer)

Click on the **File** menu, then click on **Print...**

Click on **Current Page**

Click **OK**

Merge Labels (ver. 2)

Click on the **File** menu, then click on **New...**

Click on **MAILLABL** in the **Use Template** list, then click **OK**

Scroll to and click on the type of printer you have

Scroll to and click on the desired type of label

Click **OK**

(wait while computer sets up label form)

Click on the **Multiple Labels** button

Click on one of the following:

Yes (if you are using a separate **Header** file)

No (if your **Data File** contains field names at the top)

(click on the **Header** filename if necessary, then click **OK**)

Click on the **Data** filename you want to attach

Click **OK**

Click on the first field for your label

Click on the **Add to Label** button

(click on a **Special Character** if desired then click **Add to Label**)

(repeat the previous four steps for each line)

Click **Done**

(wait while computer sets up labels)

Click one of the following buttons in the **Print Merge Bar**:

Only Check for Errors 

Merge to New Document 

Merge to Printer 

MERGING (ver. 6)

Creating the Main Document

Click on the **Tools** menu, then click **Mail Merge...**

Click **Create** button under **Main Document** and select type of document

Select **New Main Document**

Creating the Data Source (Data File)

Click on the **Get Data** button under **Data Source**

Click **Create Data Source**

(If data source file already exists, click on **Open Data Source**, select the file, click **OK**)

Scroll through the field name list to check for field names you need

To remove a field name, click on it, then click **Remove Field Name**

To add a field name, type name in box, then click **Add Field Name**

Type the name of the first field

Click **Add Field Name**

Repeat the previous two steps for each field, then click **OK**

Type in a name for the source document, then click **OK**

Type name for data file, then click **OK**

Click **Edit Data Source**

For each record:

Type the information (name, address, etc.) in the field name boxes

Use the **Tab** key to move to the next field (**Shift+Tab** to go back to the previous field)

Click on **Add new**

Repeat the previous three steps for each record

Click **OK**

Merging a Data File with a Main Document

Type the main document (form letter, etc.), leaving spaces for the data fields (name, address, etc.)

Place cursor where first data field will go

Click **Insert Merge Field**

Select the desired field name

Repeat previous three steps until all fields are inserted (you may type in commas, spaces, or other punctuation between fields and fields may be repeated as often as desired)

Example: «FirstName» «LastName»
«Address1»
«City», «State» «PostalCode»

Dear «FirstName»,

To merge to a new document:

Click on **Merge to New Document** button: 

The new document will contain one copy of the main document (with data inserted) for each record in the data file.

To merge to the printer:

Click on **Merge to Printer** button:



One copy of the main document (with data inserted) will be printed for each record in the data file.

Merge Labels (ver. 6)

Click on the **Tools** menu, then click **Mail Merge...**

Click **Create**, then click **Mailing Labels...**

Click **New Main Document**, then click **Get Data**

Click **Open Data Source**, click on desired data file, click **OK** (to create a new data file, see **Creating the Data Source**, above)

Click **Set up Main Document**

Select **Label** and **Printer** options, then click **OK**

Enter text or insert merge fields

Repeat the previous step for each line

Click **OK**, then click **Merge**

Select options

Click **Merge**

Save your document if desired

Insert sheet of labels in printer

Click on the **File** menu, then click **Print...**

Click **Current Page**, then click **OK**

Single Mailing Labels (ver. 6)

Open document (letter, etc., with address typed in it)

Click on **Tools** menu, then click **Envelopes and Labels**

Click **Labels** tab (if necessary)

Make changes in address (if necessary)

Click **Options...**, choose label style from list, then click **OK**

Click **Single Label**, and specify row and column where label should be printed

Load labels into printer

Click **Print**

Notes

Microsoft® Excel for Windows™ Intermediate

Mouse and Keystroke Sheet

WARNING: Please be sure you have made backup copies of all important files before trying any procedure in this Keystroke Sheet

DOCUMENT PROCESSING

Selecting a Cell

Place mouse pointer in cell and click left mouse button

OR

Move from cell to cell using the arrow keys

Selecting a Range Of Cells

Place mouse pointer in a corner cell of desired range of cells

Hold left mouse button down and drag the mouse to the cell at the opposite corner

Release mouse button

(Range of cells will be outlined and darkened)

Entering Data in Cells

Select a cell

Type in the data (the formula bar activates automatically when you begin typing)

Normal						
this is the formula bar						
B	C	D	E			

Press **Enter** or click

To cancel your entry press **Esc** or click

Go to a Particular Cell

Click **Edit** menu, then click **Go To...**

Type the cell address in the **Reference Box** (ex. Z55)

Click **OK**

Returning to Cell A1

Hold down **Ctrl**, then press the **Home** key

Entering Formulas in Cells

(Relative Referencing)

Click on the cell where the calculation is to take place

Type an equal sign (=) followed by the cell addresses (C2, C3, etc.)

and operators [plus (+), minus (-), multiply (*) or divide (/)]:

=C2+C3+C4 or =G7*A6 or =C4/B2

Press **Enter**

(Absolute Referencing)

Same as above, except type a dollar sign (\$) before each letter and number to indicate an absolute address:

=B\$2+B3+B4 or =G7*\$A\$6 or =SC\$4/B2

Press **Enter**

Saving a New Worksheet

Click **Save** button 

Type in the name for the worksheet

Click **OK**

*NOTE: Names may be up to eight characters, with a three-letter extension, for example, **WORKSHT2.BOB**. Excel will add the extension **.XLS** to the name if you don't type one.*

Saving Changes to an Existing Worksheet

Click **Save** button 

Closing a Worksheet

Click **File** menu, then click **Close**

*NOTE: Excel prompts you to **Save** if you haven't.*

Opening an Existing Worksheet

Click **Open** button 

Click on the desired worksheet

Click **OK**

NOTE: You may have to open another directory by double-clicking on its folder icon to find your worksheet.

Printing a Worksheet

Click **Print** button 

OR

Click **File** menu, then click **Print...**

Click **OK**

Help

Click **Help** menu, then click **Contents**

Click on the topic(s) you need

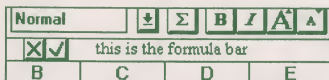
To exit, click **File, Exit**

*NOTE: The **Back** button will return you to the previous list of topics while in **Help**.*

Editing a Cell

Place mouse pointer in cell and click left mouse button

Click the mouse pointer in the formula bar



Make changes to the data

Press **Enter** or click 

To cancel your changes press **Esc** or click 

Exiting Excel

Click **File** menu, then click **Exit**

*NOTE: Excel will prompt you to **Save** if you haven't already.*

FORMATTING

Clearing Part Of a Worksheet

Select a range of cells to clear

Click **Edit** menu, then click **Clear...**

Click on one of the following:

All (clears formatting, formulas and notes)

Formats (clears formatting only)

Formulas (clears numbers and text only)

Notes (clears notes only)

Click **OK**

Erasing the Entire Worksheet

Click on the upper left-hand corner button between **A** and **1** (selects the entire worksheet)

Click **Edit** menu, then click **Clear...**

Click on one of the following:

All (clears formatting, formulas and notes)

Formats (clears formatting only)

Formulas (clears numbers and text only)

Notes (clears notes only)

Click **OK**

Undo

Click **Undo**  *Ver. 5 only*

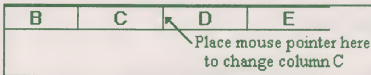
OR

Click **Edit** menu, then click **Undo**

NOTE: The Undo option will read differently depending on what was executed last. (ex. Undo Clear, Undo Paste, Redo (ver. 5), etc.)

Changing a Column Width

Place mouse pointer on right-hand border of column heading



(mouse pointer changes to a vertical bar with two arrows)

Click and hold left mouse button

Drag mouse to new position, then release mouse button

OR

Click on the letter (A, B, C, etc.) at top of desired column

Click **Format** menu, then click **Column, Width...**

Type in the new measurement for column width

Press **OK**

Changing All Column Widths

Click on the number (1, 2, 3, etc.) at the left of any row

Click **Format** menu, then click **Column, Width...**

Type in the new width

Click **OK**

Changing a Range Of Column Widths

Select a range of cells

Click **Format** menu, then click **Column, Width...**

Type in the new width

Click **OK**

Inserting a Column to the Left

Click on the letter at top of column (A,B,C, etc.)

Click **Insert** menu

*Ver. 4: Click **Edit** menu*

Click **Columns**

*Click **Insert***

Deleting a Column

Click on the letter at top of column (A,B,C, etc.)

Click **Edit** menu, then click **Delete**

Moving a Column

Click on the letter (A, B, C, etc.) at top of desired column

Click **Cut** button: 

Click on destination column letter

Click **Paste** button: 

NOTE: Make sure the destination column is empty or contains data that you want to overwrite.

Inserting a Row above

Click on a cell

Click **Insert** menu

*Ver. 4: Click **Edit** menu*

Click **Rows**

*Click **Insert***

Deleting a Row

Click on the number at the left of desired row

Click **Edit** menu, then click **Delete**

Moving a Row

Click on the number at the left of desired row

Click **Cut** button: 

Click on destination row

Click **Paste** button: 

NOTE: Make sure the destination row is empty or contains data that you want to overwrite.

Copying One Cell to Another

Click on the cell to be copied

Click **Copy** button: 

Click on the new cell

Click **Paste** button: 

Copying One Cell to a Range Of Cells

Click on the cell to be copied

Click **Copy** button: 

Select a range of cells to copy to

Click **Paste** button: 

Copying a Range Of Cells

Select range of cells to be copied

Click **Copy** button: 

Select a range of cells to copy to

Click **Paste** button: 

Copying from One Worksheet to Another

Open both worksheets (see **Opening an Existing Worksheet**, above)

Click **Window** menu

Click on the name of worksheet to copy from

Select range of cells to be copied

Click **Copy** button: 

Click **Window** menu

Click on the name of worksheet to copy to

Click on the first cell of the range where the data will be inserted

Click **Paste** button: 

FUNCTIONS

Indicating a Range Of Cells in a Formula

Type in the function and left parenthesis, for example, =SUM(

Type the first cell address (C5, D9, etc.)

Type a colon (:)

Type the last cell address, and right parenthesis

example: =SUM (C5:E5) (that is, sum cells C5 through E5)

Adding Cells With SUM

Click on the cell where result will appear (to the right of a row, or below a column of numbers to be added)

Click **Sum** button 

Press **Enter** (if the computer selected the correct cells)

OR

Type cell range between parentheses, for example =SUM(C5:E5)

Averaging Cells with AVERAGE (ver. 4)

Click on any empty cell

Click on the **Formula** menu, then click on **Paste Function...**

Click on **Paste Arguments** (to remove the X)

Scroll to and click on **AVERAGE**

Click **OK**

(Function will be placed in the formula bar, with the cursor between parentheses, for example, =AVERAGE())

Place mouse pointer in first cell to be averaged

Hold left mouse button down and drag to the last cell

Release mouse button (range will be entered automatically)

Averaging Cells With AVERAGE (ver. 5)

Click on any empty cell

Click **Function Wizard** button 

Choose a **Function Category** on the left

Scroll to and click on **AVERAGE** under **Function Name**

Click **Next**

For **Number 1** type address of first cell, a colon (:), and address of last cell, for example, C5:E5

Click **Finish**

Figuring Loan Payments with PMT (ver. 4)

Click on an empty cell

Click on the **Formula** menu, then click on **Paste Function...**

Make sure **Paste Argument** has an X in the box (if not, click there to place the X)

In the **Paste Function** list, scroll to and click on **PMT**

Click **OK**

Double-click on the each word (**rate**, **nper**, **pv**, etc.) to select the word and type in a value or cell address

For example, to figure monthly payments for a loan of \$120,000 for 30 years at 8% interest:

rate: 8%/12 (monthly rate) or B5/12 (if B5 contains the value 8%)

nper: 30*12 (for 30-year loan) or B6*12 (if B6 contains the value 30)

pv: 120000 (loan amount, without commas) or B7 (if B7 is 120000)

Optional steps:

fv: 0 (future value) or B8

type: 0 (payments made at end of period) or 1 (payments made at beginning of period) or B9

Press **Enter**

Figuring Loan Payments With PMT (ver. 5)

Click on an empty cell

Click **Function Wizard** button 

Scroll to and click on **PMT** under **Function Name**

(If **PMT** is not in the list, choose **All** or **Financial** under **Function Category** on the left)

Click **Next**

Type in the values, or cell addresses containing the values, for **rate**, **nper** (number of periods), and **pv** (present value). (**fv** and **type** are optional).

For example, to figure monthly payments for a loan of \$120,000 for 30 years at 8% interest:

rate: 8%/12 (monthly rate) or B5/12 (if B5 contains the value 8%)

nper: 30*12 (for 30-year loan) or B6*12 (if B6 contains the value 30)

pv: 120000 (loan amount, without commas) or B7 (if B7 is 120000)

Optional steps:

fv: 0 (future value) or B8

type: 0 (payments made at end of period) or 1 (payments made at beginning of period) or B9

(If these two are left blank the computer assumes they equal 0)

Click **Finish**

LINKING WORKSHEETS

Viewing Multiple Worksheets

Open worksheets to be linked

Click **Windows** menu, then click **Arrange...**

Click on one of the options

Click **OK**

(To return to normal, click on **Maximize** button:  in any window)

Linking Worksheets in a Formula

Click on the cell where you want the formula to be

Type an equal sign (=) or place a function in the cell

Click on a cell in another worksheet to place that cell address in the formula (name of other workbook and sheet name appear with ! and

cell address) For example: **=([REVENUE]Sheet1!\$C\$5 or
=SUM([REVENUE]Sheet1!\$C\$5,**

Repeat this for other worksheets or cell addresses

Examples:

=([REVENUE]Sheet1!\$C\$5+[SALES]Sheet4!\$F\$9

=SUM([REVENUE]Sheet1!\$C\$5,[SALES]Sheet4!\$F\$9)

=AVG([REVENUE]Sheet1!\$C\$5,[SALES]Sheet4!\$F\$9)

Press Enter

CHARTS (GRAPHS)

Creating a Chart

Select a range of cells

	May	June	July
Rentals	1950	2400	3050
Sales	8950	10550	11980
Services	5300	4500	4050

If you include the headings (**Rentals, May, etc.**) within the area you select, they will be placed in their proper location in the chart (you may have to add a legend to see them; see **Adding a Legend to a Chart**, below)

Click **Insert** menu

Ver. 4: Click File menu

Click **Chart**

Click New...

Click **As New Sheet**

Click Chart

Click **OK**

Changing to a Different Chart Type

Click **View**, then click **Toolbars**

Click **Chart**, then click **OK**

Click arrow by **Chart Type** button:



Click on picture of desired chart type:



Ver. 4: click on button for desired type of chart at bottom of screen:



Adding a Legend to a Chart (to Identify the Colors)

Click **Insert** menu

*Ver. 4: Click **Chart** menu*

Click **Legend**

*Click on **Add Legend***

Adding a Title to a Chart

Activate the chart by clicking until a shaded line surrounds the chart

Click **Insert** menu

*Ver. 4: Click **Chart** menu*

Click **Title...**

*Click **Attach Text***

Select **Chart Title**

Click **OK**

The word **Title** will appear with boxes around it:

□ □ □
□Title□
□ □ □

Type a title (formula bar activates automatically)

Press **Enter** or click ☒

To cancel your changes press **Esc** or click ☐

Adding Axis Labels to a Chart

Click **Insert** menu

*Ver. 4: Click **Chart** menu*

Click **Titles...**

*Click **Attach Text***

Select **Value (Y) Axis** or **Category (X) Axis**

Click **OK**

A letter, **X** or **Y**, with boxes around it will appear next to the

corresponding axis: □□
□Y□
□□

Type label (name) for the axis (formula bar activates automatically)

Press **Enter** or click ☒

To cancel your changes press **Esc** or click ☐

Creating an Exploded Pie Chart

Change chart to a pie chart (see **Changing to a Different Chart Type**, above)

Click and hold on a slice of pie

Drag the slice a short distance away from the pie and release

Changing Colors and Patterns in Charts

Click on the portion of the chart to be changed

Click **Format** menu *Ver. 4: Skip the next step*

Click the first menu item. (It may say **Selected Data Series, Data Point, Plot Area**, etc. depending on which portion of the chart you selected)

Click **Patterns...**

Make changes under **Border** and **Area**

Click **OK**

Printing a Chart

Click **Print** button 

OR

Click **File** menu

Click **Print...**

Click **OK**

MACROS

Recording a Macro (ver. 4)

Click on the **Macro** menu, then click on **Record...**

Type in a name for the macro (or use existing name)

Click in the **Key** box and replace the letter (or use the existing letter) for the shortcut key

Click **OK** (**Recording** appears on status bar at bottom left of screen)

Perform the keystrokes or mouse strokes to be recorded

Click on the **Macro** menu, then click on **Stop Recorder**

*NOTE: To use relative cell references in the macro, click on **Relative Record** in the **Macro** menu after you start recording the macro, but before you perform any actions. If the menu shows **Absolute Record**, then you are already using relative references.*

Recording a Macro (ver. 5)

Click **Tools** menu

Click **Record Macro...**

Click **Record New Macro...**

Type in a name for the macro (or use existing name)

Click **Options**

Click in the **Shortcut Key** box and replace the letter in the small box (or use the existing letter) for the shortcut key

AND/OR

Click in the **Menu Item** box and type in a menu name for the macro (the macro will then appear in the **Tools** menu)

Click **OK** (**Recording** appears on the status bar at bottom left of screen)

Perform the key or mouse strokes for the macro

Click **Stop** button:  to stop macro recorder

*NOTE: To use relative cell references in the macro, click on **Use Relative References** in the **Record Macro** side menu after you start recording the macro, but before you perform any actions. If the menu shows a check mark there, then you are already using relative references.*

Using Macros

Type the shortcut keys assigned to that macro

OR

Click on the macro name in the **Tools** menu (if you chose to put it there)

DATABASE (ver. 4)

Alphabetical Sort

Select range of cells containing data (data table)

Click on the **Data** menu

Click on **Sort...**

Click on **Rows** or **Columns** under **Sort by**

Click on **Ascending** or **Descending** under **1st Key**

Click in the **2nd Key** box, then on the top cell of the column for the secondary sort. Click on **Ascending** or **Descending** (optional)

(Repeat the previous step for the **3rd Key** if needed)

Type in the cell address

Click **OK**

Setting a Database Range

Select range of cells containing data

Last Name	First	Dept	Salary	Years
Hansen	Leon	Marketing	2100	4
Dryer	James	Sales	2400	3
Murray	Kyle	Service	3500	5
Willis	Robert	Marketing	1900	3
Sanders	Earl	Service	2200	2
Hansen	Stanley	Sales	2000	2

Click on the **Data** menu, then click on **Set Database**

Finding Data in a Database

Set a database (see **Setting a Database Range**, above)

Type the column heading(s) for the data you wish to find at a new location in the worksheet (headings must be typed exactly as they appear in the database itself—you may wish to use **Copy** and **Paste** to place them):

Click in the cell below each heading and type in the criteria:

Dept	Salary
Sales	>2000

Click and drag with the mouse to select the headings and the criteria:

Dept	Salary
Sales	>2000

(for example, this criteria range will find all sales personnel who earn more than \$2,000)

Click on the **Data** menu, then click on **Set Criteria**

(once you have set the criteria range, you may type in new criteria for each new search)

Click on the **Data** menu again, then click on **Find**

Press the up or down arrow keys to move to the next or previously found record (row of data)

Extracting Data from a Database

Set a database and a criteria range (see **Finding Data in a Database**, above)

Type the column heading(s) for the data you wish to extract from your database at a new location in the worksheet (headings must be typed exactly as they appear in the database itself—you may wish to use **Copy** and **Paste** to place them):

Last Name	Salary
-----------	--------

Click and drag with the mouse to select the headings:

Last Name	Salary
-----------	--------

(after the extract operation is performed, the cells below these headings will contain the last name and the salary of each employee who fits the criteria identified in the criteria range)

NOTE: Make sure there is nothing important in any of the cells below the headings. It will be erased!

Click on the **Data** menu, then click on **Set Extract**

Click the **Data** menu again, then click on **Extract...**

Click on **Unique Records Only** (to avoid possible duplicate records)

Click **OK**

Finding Data Using Wildcards

Replace a group of unknown characters with * in criteria, for example,

H* will find all names (or words) starting with the letter **H**

OR

Replace a single unknown character with ? in criteria, for example,

Hans?n will find **Hansen** and **Hanson**

DATABASE (ver. 5)

Sorting

Click on any cell in your data

Click **Data** menu, then click **Sort...**

Under **Sort By**, click on the arrow and highlight the heading you want to sort by. (If you don't have headings, column letters will be listed)

Click **Ascending** or **Descending**

Under **Then By** you may choose to sort by additional headings or columns

Click **OK**

Finding Data in a Data Table

Click on any cell in your data table

Click **Data** menu

Click **Filter**, then click **AutoFilter**

(To turn off **AutoFilter**, repeat the last two steps)

Click on the drop-down arrow in a column heading to find data in that column

Scroll in drop-down list to find item and click on it

Only rows containing that item will be displayed

Click arrow and choose all to display entire data table again

Finding Data Using Custom Criteria

Turn on **AutoFilter**, as above

Choose **Custom** from one of the drop-down lists

Choose = (equals), > (greater than), < (less than), etc. and type in criteria to find data in that column

For example, to find all employees who earn more than \$2000, choose

Custom from the drop-down list in the appropriate column, then choose > and type in 2000

To use wildcards in Custom:

Replace a group of unknown characters with * (asterisk) in your criteria, for example, choose = and type in **H*** to find all names (or words) starting with the letter **H**

OR

Replace a single unknown character with ? (question mark) in your criteria, for example, **Hans?n** will find **Hansen** and **Hanson**

Extracting Data from a Data Table

Find data (see **Finding Data in a Data Table**, above)

Copy data to a new location (see **Copying a Range Of Cells**, above)

iwin3kyx.doc

Copyright MCMXCV Video Projects, Inc. All Rights Reserved.

Windows is a trademark and Microsoft is a registered trademark of Microsoft Corporation.



Powerful Advanced Skills

IN
**2 HOURS
OR LESS**

New Advanced Videos:

- Advanced **WordPerfect**
- Advanced **DOS**
- Advanced **Lotus**
- Advanced **Windows**
- Advanced **Microsoft Word for Windows**
- Advanced **Excel**

Get ALL 6 for \$149.50 + \$6.95 shipping

Any 3 for \$89.50 + \$6.95 shipping

— Get powerful advanced skills in 2 hours or less!

As always with **QuickStudy Videos**, you get:

- Clear examples, plain language
- Keystroke Sheet telling you “What keys to push”
- 30-Day Money-Back Guarantee

ORDER NOW!

CALL 1-800-828-8700 EXT. 12A

How To Order



(Over)

**3 WAYS
TO
ORDER**

Fax

801-486-7330

Call

1-800-828-8700 Ext. 12A

Mail

**VIDEO PROJECTS
P.O. Box 85, Salt Lake City, UT 84110**

Name _____ Phone () _____

Company Name _____

Address _____

City, State, Zip _____

☐ Send me all 6 videos:

\$149.50 plus \$6.95 shipping = \$156.45 Total

☐ Send me any 3** videos:

\$89.50 plus \$6.95 shipping = \$96.45 Total

****To order the 3 video package, check the 3 you want:**

☐ Advanced WordPerfect

☐ Advanced Windows

☐ Advanced DOS

☐ Advanced WORD

☐ Advanced LOTUS

☐ Advanced EXCEL

Please charge my: ☐ MasterCard ☐ VISA

Card ID Number _____ Exp. Date _____

Signature _____

(Sorry, we don't accept American Express or Discover)

ORDER NOW!

Call 1-800-828-8700 EXT. 12A

or Fax this page to: 801-486-7330